

Little Traverse Bay Bands of Odawa Indians

7500 Odawa Circle Harbor Springs, MI 49740

Tel: 231-242-1555 • Fax: 231-242-1565

hr@ltbbodawa-nsn.gov

Job Posting

Job Title: HUMAN RESOURCES DIRECTOR
Department: Human Resources
Reports To: Tribal Administrator
Status: Exempt
Salary Range: \$69,573 to \$94,128 Annual
Level: 8
Open: May 13, 2011
Close: June 3, 2011

SUMMARY

This position focuses on staffing, creating a positive work environment, training & personnel development and employee relations. Duties include coordinating the hiring process, organizing and conducting New Employee Orientation, providing HR advice to Department Directors and Program Managers, explaining and interpreting HR policies and procedures, acting as a mediator in the progressive discipline process, responding to employees' questions and concerns. Other major areas of responsibility include: policy development and administration; legal compliance; recruitment and employment; compensation; benefits administration; HR information system; performance consulting; training and development;; maintenance of all personnel files/records; and employee services for the Little Traverse Bay Bands of Odawa Indians.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, other duties may be assigned.

- Evaluate human relations and work-related problems and meet with supervisors and managers to determine effective remediation techniques, such as job skill training or personal intervention, to resolve human relations issues among personnel.
- Mediates all employee issues and determines the need for disciplinary action and the degree of discipline consistent with the progressive discipline process.
- Responsible for the personnel policy interpretation and employee mediation for both the Government and Regulatory handbooks.
- Evaluate Executive Branch training needs assessment and development of an in-house training on specific issues pertaining to the tribal government operations and implementation of that training. Develop and conduct training to instruct managers, supervisors, and workers in human relations skills such as supervisory skills, conflict resolution skills, interpersonal communication skills, and effective group interaction skills. Management of Continuing Education information for employees.
- Manages the employee career advising and development program.

- Maintain knowledge of legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance. Keep personnel files in compliance with personnel policies and internal procedures.
- Oversee implementation of the Human Resources information system and database for managing LTBB wage grid.
- Development of inclusive Fringe package (Health, Life Insurance, and Retirement).
- Development of H.R. Department internal policies, procedures and analysis, revise LTBB Tribal Government – Employee handbook as needed.
- Responsible for evaluating and revamping employee evaluation system. Responsible for notifying supervisors of upcoming evaluations and ensuring that training ideas are discussed with supervisors to help employees improve in unsatisfactory areas.
- Responsible for the orientation of all new employees consistent with the Personnel Policy. Initiates background checks in conjunction with background investigation firm.
- Responsible for following the Waganakising Odawak Statute Indian Preference in Tribal Employment #2002-04 and Waganakising Odawak Fair Employment Statute #2008-011 as revised.
- Responsible for compensation management for the LTBB Government employees and fair implementation of Wage Grid and Salary Classification system.
- Handles the filing of any termination or reduction in pay grievances as they develop.
- Member of the interview committee for entry level through Director level positions.
- Responsible for oversight of the scheduling of interviews and questionnaires.

SUPERVISORY RESPONSIBILITIES

Manages all employees in the Human Resources Department. Carries out supervisory responsibilities in accordance with the department and LTBB policies and applicable laws.

OTHER SKILLS AND ABILITIES

Ability to handle conflicts and stressful situations. Demonstrated ability to interact effectively with all levels of an organization; excellent communication, public speaking and writing skills; superior judgment, analytical, problem-solving and negotiation skills. Demonstrated ability to handle conflict mediation and experience with progressive discipline procedures. Enjoys a challenge and committed to building a high-performance organization. Experience working with personnel issues, policy development, and employment requirements. Abide by the applicable laws of confidentiality and the LTBB Code of Ethics.

Must have knowledge of Federal and State laws concerning employment. Computer proficiency is required.

EDUCATION AND EXPERIENCE

Bachelor's degree (B. A.) in Business Administration or Human Resources Management or related field with five (5) years experience or Masters degree (MBA), (MSA), with a concentration in Human Resources or Public Administration and three (3) years experience;

Plus, demonstrate employee relations experience to include mediation and senior level H/R experience in development and implementation of personnel policies and procedures. Human Resources Supervisory experience preferred. Proven Senior Level H/R experience working with a Native Government is preferred.

COMMENTS

Indian Preference will apply. Individual must be able to pass a full background investigation.

